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Approved For Release 2001/08/07 : CIA-RDP78-04718A000500090016-2

CONFIDENTIAL

MEMORANDUM

12 March 1951

TO : Deputy Personnel Director
FROM : Finance Division
SUBJECT: Status of Annual Leave - Unvouchered Funds

1. As requested, there is outlined below an analysis of the annual leave status for employees appointed to headquarters positions on the Confidential Funds Payroll:

	Annual Leave Balances as of 4 February 1951 (HOURS)	Annual Leave Unused and Forfeited as of 31 December 1950 (HOURS)	Annual Leave Earned during 1950 To be taken or Forfeited by 30 June 1951 (HOURS)
Office of Current Intell.			
Insp. & Security Administration Off.			
Office of Research & Rpts.			
Office of Scientific Intell.			
Office of Policy Coordination			
Office of Special Operations			
Totals			

Acting Chief, Finance Division

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CONFIDENTIAL*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Personnel Director

FROM : Chief, Fiscal Division

SUBJECT: Leave Data

DATE: 7 March 1951

1. Pursuant to your telephonic request of 3 March 1951, there follows a report, by operational breakdown, showing the total number of hours annual leave forfeited by the employees of each segment as of the close of business 31 December 1950, and the amount of annual leave to be forfeited or used by the close of business 30 June 1951. The information regarding leave to be forfeited or used by the close of business 30 June 1951 takes into consideration annual leave used through the close of business 17 February 1951.

<u>OPERATIONAL BREAKDOWN</u>	<u>LEAVE FORFEITED</u> <u>12/31/50</u>	<u>LEAVE TO BE FORFEITED</u> <u>OR USED BY 6/30/51</u>
Director's Office	131	
Administration	872	
Finance	961	
Personnel	804	
Administrative Services	592	
Procurement	278	
Current Intelligence	000	
Intelligence Coordination	109	
National Estimates	85	
Scientific Intelligence	402	
Collection & Dissemination	510	
Research & Reports	638	
Operations Group	000	
Operations	2,245	
Policy Coordination	1,397	
Special Operations	2,418	
<u>TOTAL</u>	11,442	

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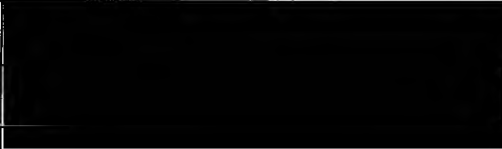
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2. Should further information be desired, please advise.

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CENTRAL INTELLIGENCE AGENCY
 OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Deputy Personnel Director,	<i>ogm</i>	
2	200 North Building		
3			
4			
5			
FROM		INITIALS	DATE
1	Finance Division	<i>MS</i>	<i>12 Nov 51</i>
2			
3			

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS:

*The ink figures represent
 the number of employees
 involved in the loss of leave.*

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